

NB! Except for the underlined headings, the underlining and cross outs indicate changes based on the ISPB discussion and subsequent review.

## **GENERAL POLICIES FOR ADMINISTERING STANDARDS**

### **1. POLICY FOR APPROVING AND MODIFYING STANDARDS**

#### **Development of a New Standard**

Development of a new standard is a two-step process. First is the establishment of a Strategic Standard Direction and the second is the establishment of a Detailed Standard.

**Strategic Standard Direction:** Any agency, group, or individual can initiate the development of a new standard by submitting a proposal for the Strategic Standard Direction for a new standard directly to the ISPB, by working with the CIO to develop and jointly submit a proposal to the ISPB, or by presenting a general issue area requiring an enterprise wide standard to the ISPB or CIO.

The Strategic Standard Direction must:

1. Indicate the Information Technology and Telecommunications Goals and supporting Principles to be enhanced by the standard,
2. Outline the policies for addressing elements to be included in the Detailed Standard,
3. Assign responsibility for developing a Detailed Standard to the CIO or other entity if appropriate, and
4. Specify the method for a government entity to appeal the application of the standard.

The ISPB may develop the Strategic Standard Direction for a new standard or ask the CIO to develop one. In either case, the preferred method for development is to consult with or solicit input from the ISMG and/or other affected state and local government stakeholders in the development process.

The ISPB must approve the need and the Strategic Standard Direction for the standard before Detailed Standards are developed.

**Detailed Standards:** The ISPB must approve Detailed Standards before they can take effect.

The preferred method is for the CIO, or other entity assigned, to develop a Detailed Standard in consultation with the Director of BIS and the ISMG and/or other affected state and local government stakeholders.

Development steps must include:

1. Development of a draft Detailed Standard.
2. Distribution of the draft to the director of BIS, ISMG members, and other state and local government stakeholders for comments or indication of approval. ~~The draft must be distributed to ISMG members one week before a regularly scheduled ISMG meeting and placed on the meeting's agenda.~~

3. Compilation of comments and approvals.
4. Revision of draft standard.
5. Submission of the final draft Detailed Standard and comments and approvals to the ISPB for discussion. The draft, comments, and approvals must be distributed to ISPB members one week before a scheduled ISPB meeting and placed on the meetings agenda.
6. Vote of final approval by the ISPB.

An alternative method is for the CIO or other entity to submit a draft Detailed Standard directly to the ISPB. After discussion, the ISPB may either vote emergency or first reading approval of the draft. In either case, the ISPB must follow steps 2 through 5 above before voting on final approval.

~~ISMG members do not need to be included in the development or approval process if they are not affected by the proposed standard.~~

### **Amendment or Revision of an Existing Standard**

The CIO or other entity responsible for developing a Detailed Standard may amend or revise the Standard by:

1. Developing a draft amendment or revision, preferably after consultation with the Director of BIS, the ISMG, and other stakeholders.
2. Distributing the draft to the director of BIS, ISMG members, and other state and local government stakeholders for comments or indication of approval. The draft must be distributed to ISMG members one week before a regularly scheduled ISMG meeting and placed on the meeting's agenda.
3. Compiling the comments and approvals.
4. Revising the draft.
5. Submitting of the final draft and comments and approvals to the ISPB for discussion. The draft, comments, and approvals must be distributed to ISPB members one week before a scheduled ISPB meeting and placed on the meetings agenda.

With the consent of the chair of the ISPB, the CIO may authorize that a draft amendment or revision take effect on an emergency bases prior to review by stakeholders or final approval by the ISPB.

The ISPB must review the final draft and comments and approvals of stakeholders and give a vote of final approval before the amendment or revision takes permanent effect.

## **2. POLICY FOR APEALING STANDARDS**

Any State agency seeking an exemption must first appeal the application of the Detailed Standard and apply for an exemption under applicable provisions of the standard. If the appeal is rejected, the agency may apply for an exemption in accordance with 5 MRSA §1896, sub-§§1 and 2. Under these provisions an agency may appeal the application of the standard in writing to the ISPB. The ISPB may refer the appeal to the ISMG and/or other

affected stakeholders for fact-finding purposes. ~~ISMG members with a conflict of interest shall exempt themselves from voting.~~ The decision of the ISPB may be appealed to the Governor. The Governor's decision is final.

### **3. POLICY FOR ADMINISTERING STANDARDS**

The Chief Information Officer shall submit a report to ISPB at its first meeting of each calendar year, and submit interim reports on request of the Board, on the current status of the State of Maine Information and Telecommunications Technology Standards. The report shall:

1. Contain an outline of the Detailed Standards for each Strategic Standard Direction and highlighting any modifications or amendments made during the previous year;
2. Describe the achievements of each Detailed Standards in supporting State government Information Technology and Telecommunications Goals and Supporting Principles; and
3. Analyze any associated problems and issues.

The ISPB shall accept, reject, or request modifications of the report.

The ISPB may at any time request a modification of a Strategic Standard Direction and/or Detailed Standard and direct the CIO or other entity responsible for establishing the standard to initiate the process amending the standard.

### **4. POLICY FOR MIGRATING NONCONFORMING TECHNOLOGY AND SYSTEMS**

When a new, or revised, Strategic Standard Direction or Detailed Standard is promulgated, existing systems are grandfathered. Unless specified in the standard, an agency with grandfathered technology must include in its IT Plan a plan for migrating the nonconforming technology or system to the new standard or guideline.